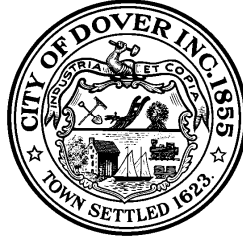


DANIEL R. LYNCH
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d.lynch@ci.dover.nh.us

ANN M. LEGERE
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288 Central Avenue
Dover, New Hampshire 03820-4169

(603) 516-6030
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www.ci.dover.nh.us

City of Dover, New Hampshire

OFFICE OF THE FINANCE DIRECTOR

August 1, 2012

REQUEST FOR PROPOSAL #??????

Professional Consulting Services – Expansion of Downtown Form Based Code/Action Plan.

You are cordially invited to submit a proposal for **Professional Consulting Services – Downtown Form Based Code/Action Plan** in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Five (5) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

“RFP #????? – Professional Consulting Services – Expansion of Downtown Form Based Code/Action Plan”

City of Dover, Purchasing Office
288 Central Avenue
Dover, NH 03820-4169

All proposals/bids must be received by **August 23, 2012 at 2:00 p.m. EST**

Ann M. Legere
Purchasing Agent

AML:
Attachments

****IMPORTANT:*** If you are not interested in submitting a quotation on this particular bid request, but wish to remain on our active bid list, please sign and return the attached form with a **NO BID** indication. Failure to respond in this manner will result in deletion from our bid list.

Vendors wishing to respond to a bid request with alternates to specifications must notify the Purchasing Office no less than five (5) days prior to the bid request opening date. If the proposed changes are acceptable, the City will advise other potential respondents, thereby maintaining equality in the bid process. Failure to advise the City could result either in rejection of the alternate proposal or in an untimely extension of the sealed bid process.

Vendors may be asked, as part of the bid evaluation process, to supply company financial information. This data will be held in the strictest confidence and be utilized only to help assess the stability of a responding firm. The records will be returned to you after identifying the successful respondent to the bid request.



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I. INTRODUCTION

In 2008, the City of Dover, New Hampshire, with a population of approximately 30,000, undertook an effort to revise the 25 year old zoning in its downtown. That process, which was recommended in the 2007 Land Use Chapter of Dover's Master Plan, resulted in the development and implementation of the first Form Based Code in New Hampshire and Northern New England, earning several accolades along the way including the 2010 Project of the Year from the New Hampshire Planners Association.

The intention of the current project is to expand the work begun in 2010 and review and revise the zoning districts along the corridors that feed into downtown, and which contribute to the health and vitality of Dover's urban core. These corridors currently are a mixture of industrial zoning, transitional zoning and residential zoning. This project will take the foundation created by the 2010 Form Based Code and will expand the core tents of the Code (affordable housing, flexibility in use and adherence to form over function) and expand them along the corridors thus creating a seamless transition from Dover's more suburban residential areas to the urban core.

Funding for this project was made available in large part from a \$50,000 grant awarded under the New Hampshire Community Planning Grant (CPG) Program, administered by New Hampshire Housing. The CPG Program is funded through a Community Challenge Planning Grant from the U.S. Department of Housing and Urban Development. The total budget for this project, \$77,000, includes the \$50,000 CPG grant and a \$27,000 local match.

A form-based code is defined as "A method of regulating development to achieve a specific urban form. Form-based codes create a predictable public realm primarily by controlling physical form, with a lesser focus on land use, through city or county regulations."

II. GENERAL REQUIREMENTS

The objective of the project is to review the form and function of the corridors leading into the City of Dover's downtown area, and to suggest infrastructure and zoning amendments to continue the economic and community vitality of these areas. More specifically, the project is to study the potential of transitioning from a traditional zoning environment to a Form Based Code for the areas outlined in the study area.

The area to be studied will be further defined as part of the first stage of the project, however, it will most likely follow five corridors entering downtown Dover (see Appendix A):

- Central Avenue
 - North from the intersection with Birchwood Place towards Silver Street
 - North from Ham street towards Abbey Sawyer Memorial Highway
- Broadway
 - East from Ham Street to the Rollinsford town line
- Portland Avenue
 - East from Chapel Street to the Rollinsford town line
- Sixth Street
 - West from Grove Street towards Hillside Drive
- Silver Street
 - East from Exit 8 off the Spaulding Turnpike to Central Avenue

The desired outcomes of the project include:

- Defining the gateways to Dover's downtown



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- Reinforcing the community's work on sustainability,
- Reinforcing transit oriented development along Central and Portland Avenues and Broadway, and
- Creating a positive environment of the development of affordable housing within walking distance of transit, employment and retail centers, etc.

A critical element of this project will be developing and implementing a plan to identify marginalized and underrepresented populations, and to reach out and educate this group not just on the project, but on the benefits of local planning and how their participation is beneficial to the community and themselves. The public outreach efforts are required not only by the terms of the CPG funding, but are also based on the principle that the best plan the City can develop is one that not only the community buys into, but plays an active role in developing, and the principle that our community includes not just property owners and business owners, but all of our residents regardless of their status.

III. PROJECT REQUIREMENTS

This contract will result in a proposed form-based code, meant to supersede portions of the present zoning ordinance and other local land development regulations that apply to the above-described corridors leading to the urban core of Dover. A basic diagram of this area is located in Appendix A. This code is to be consistent with the definitions and evaluation criteria established by the Form-Based Codes Institute (FBCI); see www.formbasedcodes.org for more details.

A. INITIAL REVIEW AND ANALYSIS

1. Interviews. The Consultant will interview appropriate stakeholders involved with the project. These interviews will include groups and individuals including elected officials, nonprofit organization leaders, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff.
2. Site Analysis.
 - a) The Consultant will become familiar with the physical details of the project area and the historic patterns of urbanism and architecture in the surrounding region.
 - b) The Consultant, with staff support, will walk the corridors and analyze them for final inclusion in the zoning review and development.
 - c) The Consultant, with staff support, will review lots within the areas of interest and measure all dimensions of each parcel and any buildings contained within. This is accomplished by walking the corridors and taking on the ground measurements of frontage, lot depth, height of buildings and documenting the information on calibration sheets. These sheets are used to determine the dimensional -regulations that will be proposed for the new districts.
3. Media coverage. The Consultant will participate in a press conference with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken.
4. Website. The Consultant will provide information for the City of Dover's website (www.dover.nh.gov). As officials deem appropriate, the Consultant will provide materials including text, photographs, maps, renderings, and other images for the



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web site. This material will describe the Consultant's credentials and help explain the project's process.

B. PUBLIC DESIGN PROCESS

1. Generate necessary background maps. Planning staff will provide all necessary base map information as needed by the Consultant. These documents will be used to produce the maps that will be used during the preparation of the form-based code.
2. Charrettes. The Consultant will organize and lead two charrettes where the public is invited to collaborate in the review of the zoning and assist with feedback on their long term goals and visions for these corridors. The charrettes, with staff support, will be aggressively publicized by utilizing both online and traditional methods to reach out to all residents, property owners and business owners. The two charrettes will include a visual preference survey to allow for the review of architectural details, as well as setbacks and lot sizes. The charrettes will also require the consultant to have a graphic designer/architect on their team to develop concept sketches to reflect comments from the public. The Consultant will tailor the charrettes to obtain maximum community input so as to produce the best possible master plan on which to base the new code. The charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews. While the end result will be new land development regulations, the public process will include discussions of alternatives for street design, street connectivity, and town planning strategies that create vital town centers, corridors, and livable neighborhoods. At the conclusion of the charrettes, the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians.
3. Stakeholder Interviews. In addition to this opportunity staff will identify major property owners and reach out to a representative set of renters within the areas of interest and the consultant will meet with this group in one on one interviews. This input will be used to further define the proposed zoning regulations.

C. DRAFTING THE FORM-BASED CODE

1. Design Parameters for the Form-Based Code. The consultant will take the public input and the inventory and draft regulations that reflect both existing conditions and the public's desires. This task involves the drafting of not just one unified district, but breaking out any sub districts and reviewing and developing different districts to the extent a particular corridor contains unique elements. It is expected that more than one district will be developed. The new code will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types (optional), and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. Sections of this document would typically include the following:

- a) Overview, including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- b) Regulating Plan (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens,



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squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as “build-to-lines” or “required building lines” and building type or form designations.

c) Building Form Standards governing basic building form, placement, and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.

d) Public Space/Street Standards defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.

Staff can provide templates for the Regulating Plan, Building Form Standards, and Public Space/Street Standards.

2. Integration of the Form-Based Code. The form-based code must be integrated into Dover’s existing regulatory framework (zoning and land development regulations) in a manner that insures procedural consistency, meshes with state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code. The staff will work with the Consultant to identify areas in the existing code that will be removed/augmented.

D. REFINING THE FORM-BASED CODE.

1. Presentation of First Draft. The Consultant will present the first draft of the form-based code for the purpose of gathering comments. Copies of the first draft will need to be in hardcopy and digital form and posted on the website. The presentation may be made to a special audience of neighborhood residents or stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by city staff.

2. Presentation of the Second Draft. After making revisions in response to comments on the first draft, the Consultant will present the second draft of the form based code at another meeting convened by Dover.

3. Meetings with Stakeholders. The Consultant will attend and participate in up to 3 additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

E. APPROVAL PROCESS

1. Public Hearing Presentations. The consultant will make formal presentations to the Planning Board and the City Council.

2. Additional Revisions. The Consultant will be responsible for two rounds of revisions that may become necessary between presentations. Staff will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

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An alternative scope would be developed with the Consultant if during the public design process it is determined that a form-based code is not appropriate for the project area. This revised scope would center on developing an Action Plan geared toward educating the public and formulating infrastructure changes to facilitate the eventual development and adoption of a form-based code.

IV. PROGRAM ADMINISTRATION:

The program will be administered by the City of Dover through a qualified consulting firm. In addition to the initial public forum and the public hearing and the normal coordination meetings, consultants will be required to meet with the working group a minimum of three (3) times at the discretion of the Planning Department.

V. BUDGET/TIMELINE

Based on requirements of this project, funding is expected to a maximum of fifty thousand dollars (\$50,000). The total budget for this project, \$77,000, includes the \$50,000 CPG grant and a \$27,000 local match.

The contract time period will be from the date of contract approval by the City of Dover, projected to be October 1, 2012 to June 30, 2014.

The consultant shall receive compensation in the following manner:

- 30% after completion of the ground inventory and calibration
- 30% after the City of Dover's receipt of documents generated by the Public Design Process
- 30% after Planning Board approval of the Form-Based Code
- 10% after the certification by the City of Dover of satisfactory completion of all work

Other compensation timelines may be developed during contract negotiation.

VI. SUBMITTAL REQUIREMENTS

Submittals should be provided in eight [8] identical copies and include the following items, along with other material to demonstrate Consultant's expertise and capability:

- A. An introductory section demonstrating that the Consultant understands the Form Based Code concept and its pros and cons.
- B. Detailed description of the methodology being proposed.
- C. Work program detailing:
 - Tasks to be performed.
 - When each will be completed (timeline).
 - Tentative allocation of person days by task.
 - Schedule of work products.
- D. Methods the Consultant proposes to use to manage the project and communicate with Dover and the public as to project progress, reviews, and conduct of public meetings.
- E. Identification of key personnel to be assigned to the project and their roles, with resumes of all key personnel.



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F. Hourly rates (inclusive of overhead and profit) for personnel or personnel categories.

G. Data expected to be provided by Dover.

H. Optional: A copy of at least one municipal form-based code previously created by the Consultant and adopted into law.

Eight (8) copies of the proposals prepared in response to this solicitation must be submitted on or before August 30, 2012, to:

City of Dover Purchasing Office
Municipal Building
288 Central Avenue
Dover, New Hampshire 03820
Attn.: Ann Legere

In order to be considered, submission must comply with all required information/data in the Request for Proposal. Proposals will be judged according to the standards listed in the following Evaluation Criteria section. A maximum of five proposals will be selected for detailed evaluation. All consultants will be promptly notified. The selection committee reserves the right to accept or reject any or all proposals at its sole discretion.

VII. SELECTION

Consultants responding to this RFP must demonstrate the following:

- Experience in preparing municipal codes that regulate development and redevelopment in other communities.
- Experience in building community consensus to support innovative regulatory structures.
- Graphic skills.
- Strong skills in written and oral communication.
- Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character.
- Experience in writing or implementing municipal land development regulations.

The City will evaluate all submittals to determine which Consultants have the experience and qualifications that are most suited for this project. Staff may request personal interviews with the highest-ranked Consultants.

Selection of a consultant shall be on a non-discriminatory basis without regard to race, color, national origin, sex, age, or handicap.

If any additional information is required or if there are any questions, please contact Timothy Corwin, Assistant City Planner by phone at (603) 516-6008 or by e-mail at t.corwin@doover.nh.gov.

Submitted by:		FOB Information:	
Address:			
		Availability:	
Warranty/guarantee:		Price holds for:	



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Downtown Form Based Code/Action Plan

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Date:		SSN or EIN:	
Telephone #:		Fax #:	
Signature:		Title:	

Check here if appropriate: _____ (X) NO BID

Any deviations from the above stated specifications must be so noted and any bid prices must be reflective of these deviations. The FOB point is always to be Dover unless otherwise stated by the bidder. A FOB point other than the City of Dover must be so stipulated by the bidder.



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BID, RFP AND QUOTE TERMS AND CONDITIONS

1. **BID ACCEPTANCE AND REJECTIONS:** The City of Dover reserves the right to accept any bid, and to reject any or all bids; to award the bid to other than the low bidder if deemed "bid most advantageous to the City"; to accept the bid on one or more items of a proposal, on all items of a proposal or any combination of items of a proposal and to waive any defects in bids.
2. **FINAL BID PRICE:** Terms and FOB point are always part of the bid. FOB POINT IS ALWAYS TO BE DOVER, NH UNLESS OTHERWISE INDICATED BY THE BIDDER. IT IS THE BIDDER'S RESPONSIBILITY TO SO DESIGNATE A FOB POINT OTHER THAN DOVER. If the bidder has any special payment or delivery clauses which could effect the final delivery price of an item up for bid, that too shall be made part of the bid. If, however, this is not included in the bid, the seller will be solely responsible for any increased prices due to any circumstances.
3. **LATE PROPOSALS/BIDS:** Any bids received after specified date and time will not be considered, nor will late bids be opened.
4. **PAYMENT TERMS:** It is the custom of the City of Dover to pay its bills within 20 - 30 working days following delivery of, and receipt for, all items covered by the purchase order. In submitting bids under these specifications, bidders should take into account all discounts, both trade and time, allowed in accordance with the above payment policy.
5. **BRAND NAMES:** When the item is offered of a brand that is not known for use and/or reputation and financial stability is not well and favorably known to these officials, bids on such unknown brand may be rejected because of this lack of knowledge alone. Prospective bidders with such unknown brand should give information concerning it to the City Purchasing Agent so that it may be checked into for bids for the coming year. The bidder will state in the proposal the brand name and any guarantees of the material he/she proposes to furnish. The brand name is to be for the material that meets all specifications.
6. **SUBCONTRACTORS:** Where a project involves utilizing subcontractors, and the project is completed satisfactorily, the City of Dover reserves the right to request proof of payment to subcontractors by the general contractor prior to making final payment to the general contractor.
7. **PROPER DOCUMENTATION:** Any respondent to a bid request should sign off on and return to the Purchasing Department the original Bid Documentation Package which explains the scope of the bid request. Said signature, in the spaces provided, indicates receipt of, familiarity with and understanding of, and acceptance of the specifications provided, except as otherwise noted by the respondent.
8. **BID RESULTS:** The Purchasing Office will NOT respond to phone inquiries for Bid Results, other than to identify the apparent low bidder and his total bid price quotation. Individuals or company representatives may secure a comprehensive bid analysis of a particular bid request by either attending a bid opening (which is open to all interested parties); by coming to City Hall after a bid opening and asking to look through the file; by visiting our website at www.ci.dover.nh.us, or by sending a written request for the bid analysis along with a self-addressed stamped envelope.